

IQRA NATIONAL UNIVERSITY PESHAWAR.

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Second semester of BE (E).

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Assignment.

Oral Presentation.

Def.

An oral presentation is the action of communication in which structural and systematic presentation of a message to audience.

Speech.

Def.

The faculty or power of speaking that have the ability to express once thought and emotions by speech.

Steps.

Objectives.

- Once you have selected a topic write it in a single concise statement.
- Select appropriate points of emphasize in your statement.
- Develop a useful level of details.
- Create a tone that is sensitive to your audiences circumstances.

Scope.

- Media.
- Group discussion.
- Meetings.
- Face to face conversation.

Opening and conclusion.

Start your presentation in the future or the past. Ask the audience to the imagine or think what if?

Avoid false or negative start. The end of your talk should include.

1. A short conclusion thanks.
2. Thanks to the audience for listening.
3. And an invitation to ask as make comments and open a discussion.

Preparing oral presentation.

There are ten steps.

- 1) Determine the purpose of your presentation and identify your objectives.
- 2) Know your audience and what it knows.
- 3) Define your topics.
- 4) Arrange your materials in a way that makes sense for your objectives.
- 5) Compose your presentation.
- 6) Create visual aids.
- 7) Practice your presentation.
- 8) Make necessary adjustment.
- 9) Analyze the room where you will be giving your presentation.
- 10) Practice again.

Kinds of oral presentation.

Presentations are organized for such purposes.

Information.

Entertainment.

Persuasion.

Information.

Facts provided or learned about something or someone.

Entertainment.

Entertaining speech are speeches design to captivate an audience attentation and regale or amuse them while delivering a clear message.

Persuasion.

A persuasive speech is a speech that is such range in such a way as to hopefully cause the audience to accept all or part of the expressed view.

Ways of delivery oral message.

We have some kinds of delivery oral message.

1.Extemporaneous .

This method is based on notes and outlines.

2.Reading .

If you are delivering a statement which is having accurate facts and figure, you may want to read.

3.Speaking .

If you speak will the listener will understand quickly.

Strategies for an effective oral delivery.

Pitch.

Monotone

High or low voice

Same word value

Rate.

Volume.

Contrast in emphasis

Controlled breathing

Vocal quantity.

Relaxing the throat, allowing an unrestricted sound to enter the chambers of , throat and nasal cavities.

Pronunciation.

Varied regional accents

Added or omitted sounds

Listen to educated and cultural people

Consult a recent dictionary.

Strategies for effective of non-verbal delivery.

Gesture.

Appropriate gesture give physical expression to the spoken word this include hands, arms, head, shoulder.

They are symbolic in nature.

In that the meaning of these gestures is commonly understand among people of same culture.

e.g.

Hands and arms gestures are use to point to reject and to describe.

Postures.

Good postures is an attribute that contribute to a speaker presence.

E.g.

When you stand straight and balance your weight on both feet you give the impression of complete control.

Movement.

During presentation helps holds at tension as does any moving objects. Remaining still for long is boring and the last thing a presenter wants to create is the impression of being boring.

e.g.

Head movement.

Body movement.

Facial expression.

A facial expression delivers a sense to audience hoe convey non verbal expression that you are worried angry or ill.

Eye contact.

Making eye contact with audience is important because it sends a singals that the speak is connecting with them.

Appearance attire.

- How you look and what you wear effect listeners.
- It is the first and most visible thing an audience sees and something they view throughout presentation.

e.g.

Hair should be clean and neatly style.

Clothing of very bold or bright color should be avoided.